

INFORMATION TECHNOLOGY COMMITTEE

February 14, 2013

8:30 am

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Marie Wamsley, Kim Winslow, John Hastie, Jason Walter, Becky Taylor, Laurie Neis, and Shane Schumacher

(1) **Call to Order:** The meeting was called to order at 8:30 am by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Boyle, second by Winslow, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Wamsley, to approve the minutes from the January 15, 2013 meeting as presented. Voice vote, motion carried.

(5) **Purchase of ePanic Button software and (2) foot pedals for Human Services:** Human Services would like to purchase "ePanic Button" security software and two foot pedals, to be used by all of their employees as an extra notification system for when they have unruly clients in their offices. This software allows any employee to notify someone else within their department, or even the Sheriff's Department, that they have a problem with a client with the click of an icon on their computer or by stepping on a foot pedal. Shane has also spoken with the Veteran office, the Health Department, the Sheriff's Department, about their departments using this same software, which they have all agreed to. It was asked why the Hospital or Manor were not included, and Shane advised that he did speak with someone at the Hospital, but they advised that this software was not going to work for them. They were in need of a feature, that Shane was not able to explain to them.

It was suggested that they look into the feature the Hospital would need in order for this software to work for them. And also speak to the Manor about possibly installing it for them as well. The board would also like Shane to take this back to the Human Services Committee for approval, and then bring it back to our committee for final approval.

This item will be tabled to the next I.T. meeting.

(6) **Purchase of new computer and monitor for Child Support:** The Child Support department is hiring a second employee, so they need a new computer system for this new employee. The quote includes a monitor and a computer for \$967.88. Motion by Boyle, second by Wamsley, to approve the purchase of this new monitor and computer, pending approval by the Building & Insurance Committee. Voice vote, motion carried.

(7) **Purchase of a computer for the Treatment Room at the Hospital:** The Hospital would like to purchase a new computer, monitor, MS Office software, and mounting brackets for their Treatment Room. The quote was \$1,047.83 for these items. A motion was made by Boyle, second by Winslow, to approve the purchase of the computer, monitor, MS Office software, and mounting brackets, pending approval from the Hospital Committee. Voice vote, motion carried.

(8) **Purchase of laptop for the operating recovery room at the Hospital:** The Hospital would like to purchase a new laptop for the Recovery Room. The quote for the laptop was \$501.21. A motion was made by Boyle, second by Winslow, to approve the purchase of the laptop, pending approval from the Hospital Committee. Voice vote, motion carried.

(9) **Coverage of IT Department during IT Administrator's absence in June:** We are still looking at options for extra coverage of the IT Department during Jason's absence in June. We have IT Tech Support for programs, but we are in need of assistance if we would have a server crash, or something major happen to a system. Christine knows the bare minimum of these areas, due to her limited hours. She is only able to concentrate on service calls when she is here, not learning about the servers, systems, etc.

Some of the ideas mentioned to look into are:

- * ask Grant County if they would be able to provide assistance
- * Marie has spoken with David Chitwood about being a possible backup
- * John Hastie could possibly be a backup as well

(10) **New email server, email software, and email encryption:** Jason has learned how to virtualize Linux servers, so he can create an image of the email server and backup the whole thing and restore it if needed, if anything should happen when he tried to install the updates on the email server.

(11) **AS400 training for IT department:** Becky still has not heard anything back from Dale Stang at ACS about the AS400 training. However, it was suggested that Becky, Jason, and Christine compile a list of items they want to be trained on.

(12) **Making part-time IT position a full-time position:** Becky and Jason typed up a brief synopsis and a list of projects that need to be completed, explaining why the part-time IT position needs to be made full-time. Currently, the part-time position costs \$16,000 a year. If it were to be made full-time it would be \$49,000, which would include benefits. Out of this \$49,000, 40% of this would be billed-out to the varying departments for services rendered.

It was suggested that Jason and Becky revise the current list into short-term, medium-term, and long-term projects. And also put together an analysis of what downtime costs departments when computers or systems are down. And how the addition of another full-time person would be beneficial and help against this loss of productivity.

Once this information is added, we can present it to the Human Resources Committee for approval of making the part-time IT position into a full-time position.

(13) **Upgrade of T1 line at the Courthouse:** Jason does not have the information available at this time for upgrading the T1 line from 5mb to 10mb

(14) **Monthly update from IT Department:** Jason has been doing a lot of work on various servers, such as maintenance, defragmenting, deleting old tech data to free up space, etc. He has also been looking at Symantec and why more viruses are getting thru onto computers. He has been working on Windows Software Update Service (WSUS) for Windows Updates, installing Service Pack 3's, organizing Active Directory, documentation, etc.

(15) **Approval of IT Vouchers:** Kim presented two vouchers for approval. The first one was in the amount of \$360.55, which included a laptop battery, A/C adapter, and stand for the Hospital, the new printer for the Treasurer's office which was approved at last month's meeting, a new keyboard & mouse combo, and a cable for Human Services, and the monthly cell phone bills for the IT Department. The second voucher was in the amount of \$18.20, which included a keyboard drawer for the Hospital. A motion was made by Wamsley, second by Boyle, to approve the two vouchers as presented. Voice vote, motion carried.

- (16) **Future Agenda Items:**
- ePanic Button software and foot pedals for Human Services, etc.
 - coverage of IT department during IT Administrator's extended absence
 - new email server, email software, and email encryption
 - AS400 training for IT Department
 - making part-time IT position to a full-time IT position
 - upgrade of T1 line at the Courthouse
 - create a review checklist for bringing items to the committee for IT approval

(17) **Next meeting date:** at the call of the chair

(18) **Adjournment:** Motion by Boyle, second by Winslow, to adjourn the meeting. Voice vote, motion carried.